

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Team Name]  
[Team Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a transfer from [Current Team Name] to [Desired Team Name] due to [brief reason for transfer request, e.g., personal reasons, career opportunities].

I have enjoyed my time with [Current Team Name] and appreciate the support and opportunities I have received. However, I believe that joining [Desired Team Name] will better align with my professional goals and personal circumstances.

I am committed to making this transition as smooth as possible and am willing to assist in any way needed to facilitate the process.

Thank you for your attention to this matter. I look forward to your understanding and support.

Sincerely,

[Your Name]  
[Your Position]  
[Current Team Name]  
[Player ID or Contract Number, if applicable]